

After-School Snack Program Review FormVT Department of Education
Child Nutrition Programs**AFTER SCHOOL CARE SNACK PROGRAM REVIEW FORM****Site Information:**

School Name:	Site:		
Reviewer Name:	Date:		
Name of After-School Care Program Personnel Interviewed:			
Area Eligible Program: (✓)	Number Approved Free:	Number Approved Reduced:	Number Over-Income / Paid:

Menus:

1. Are menus posted for the week? ☐yes ☐no
2. Are menus retained on file? ☐yes ☐no
3. Do menus consistently meet meal pattern requirements? ☐yes ☐no
4. Are daily meal counts for previous days of operation recorded? ☐yes ☐no

Day of Review:

1. Planned Snack Menu Posted:

2. Menu/Food Items Served:

3. Number of children served: _____

4. Describe how meal counts are taken and recorded:

Training:

1. Has staff attended training in snack program requirements? ☐yes ☐no
2. What topics were covered?
3. Is documentation on file? ☐yes ☐no

Recordkeeping:

1. Is the daily snack count sheet complete and kept on file?	____yes	____no
2. Are snack records completed daily?	____yes	____no
3. Are daily sign-in sheets/attendance records kept on file:	____yes	____no
4. Is the master list of enrolled children complete and current?	____yes	____no
5. Are income eligibility forms approved correctly and on file for all children approved as eligible for free and reduced price meals?	____yes	____no
6. Are records given to the food service manager on a regular basis?	____yes	____no
7. Is the "Justice For All" poster on display?	____yes	____no

Sanitation:

- | | | |
|---|---------|--------|
| 1. Are sanitary procedures followed in the service of snacks? | ____yes | ____no |
| 2. Do all children wash their hands before meal service? | ____yes | ____no |

Areas of Non-compliance: Check if the following apply		Explanation of any checked items
1. No records		
2. Incomplete records		
3. Meal pattern errors		
4. Poor sanitation		
5. Other		

Corrective Action

Corrective action to be taken:

Person responsible for corrective action: _____ Date due: _____

Signatures

_____	_____
____ Food Service Representative Conducting the Review	Snack Program Supervisor or Representative

Review Number: (Circle)

1/2 - during first four weeks of operation

2/2

Follow-up

After-School Care Snack Program Review Form - Instruction Sheet

School food authorities administering the After-School Care Snack Program must review each after-school care program two times per year; the first review shall be made during the first four weeks that the snack program is in operation each school year.

Site Information:

1. Enter School Food Authority Name and site of after school care snack program. Example: *Montpelier School District. Site: State Street School.*
2. Enter name of reviewer and the Date. Example: *Jane Smith. September 23.*
3. Enter name of After School Care Program Manager/Coordinator. Example: *Betsy Jones*
4. Area Eligible Schools: Check the Area Eligible Program box if the Snack Program is located in an area eligible school or site.
Non-Area Eligible Schools: Record the number of students enrolled that are approved as free eligible, reduced-price eligible, and over-income.

Menus:

1. Indicate if the planned menus for the After School Snack are posted for the week.
2. Indicate if the snack menu records are kept on file.
3. Indicate if the snack menus contain a minimum of two of the four meal components.
Meal Pattern Requirement Reminders:
 - ① Full portion sizes of two different meal components must be served, as a minimum.
 - ② Juice and milk cannot be served as the only two components at snack.
 - ③ Cookies and sweet dessert-type items can be served no more than twice per week.
 - ④ Non-creditable food items cannot be counted as one of the two required components at snack.
4. Indicate if the number of snacks served daily is recorded for the previous days of program operation.

Day of Review:

1. Record the planned menu for the After-School Snack.
2. Record the food items served for the snack.
3. Record the number of children served and claimed for snack.
4. Record a written description of the procedure used to take the point of service snack count. Indicate who takes the count and the forms/records that the daily count is recorded on. Area-Eligible programs need only a point of service count of the total number of children served. Programs located in schools that are not Area-Eligible must take the meal count by category - free, reduced price and paid - without overt identification of the eligible children.

Training:

1. Indicate if the after-school care program staff has attended training in snack program requirements. The school food authority, food service director/manager or the State Agency, may have provided training.
2. Record the topics covered in the training.
3. Indicate if documentation of the training is on file. Programs must maintain documentation that they attended training and/or provided training in this area to the staff. A copy of the attendance certificate provided by the State Agency would be acceptable. Training conducted by the food service director/manager would require a copy of the training agenda.

Recordkeeping:

1. Indicate if the snack count records for each calendar month are kept on file.
2. Indicate if the snack records are completed each day of the program.
3. If program is not an Area-Eligible Program, indicate if the master list of enrolled children is complete and current. The master list is necessary so that the food service manager will know which categories to claim the snacks in.
4. Indicate if the free and reduced price meal applications are approved correctly and on file for all children approved as free or reduced price eligible.
5. Indicate if there is a procedure in place for the food service manager to receive the snack records and meal counts for Claim preparation purposes.
6. Indicate if there is a "Justice for All" poster on display in the meal service area.

Sanitation:

1. Indicate if the proper sanitary procedures are followed in the preparation and service of snack.
2. Indicate if the children wash their hands prior to snack service.

Areas of Non-compliance:

1. Check the appropriate boxes in any the items apply during the review. Write an explanation of the findings during the review.

Corrective Action:

1. Record the actions that must be taken to correct the problems or deficiencies found during the review.
2. Indicate the person responsible for making sure the corrections are made.
3. Indicate the date by which the corrections must be made.
4. Signatures of the food service personnel conducting the review and the person responsible for the snack program must be recorded on the bottom of the review sheet.

Number of Reviews:

School food authorities are required to conduct two reviews of the after-school snack program each year with the first review conducted within the first four weeks of the snack program's operation.

1. Circle the review that is being conducted.
1/2 - This is the first of the two reviews.
2/2 - This is the second of the two reviews.
Follow-up is the review required to verify that errors found in a previous review were corrected and that the corrective action that was required was implemented.